



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2013-10

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: September 17, 2013

RE: Policy and Procedure Manual Revisions for FFY2014
Fiscal - Standard WIC Affidavit form

Policy and Procedure Manual Revisions for FFY2014

The following table is a summary table of the revisions to the FFY 2014 Policy and Procedure Manual that go into effect on October 1, 2013. All changes included on the table will appear on the website no later than the October 1, 2013 implementation date. Any changed policies will be noted "October 2013" in red on the PPM Table of Contents on our website.

ACTION REQUIRED: Review the list of changes and implement new procedures immediately. If you have any questions contact your assigned State Agency staff.

Website Location	Policy/Task	Summary of Changes Made
PPM-Administration	ADM 01.01.00 Application Process for New Local Agency	Changed numbering on policy. Changed computer specs. And added new question in regards to relationship with IT service. Also added another signature line at the end of the app for ME lead.
PPM-Administration	ADM 01.02.00 Application Process for Existing Local Agency	New policy. Changed numbering on policy. Changed computer specs. And added new question in regards to relationship with IT service. Also added another signature line at the end of the app for ME lead.
PPM-Administration	ADM 01.03.01 Client Wait List	More specific procedures to match KWIC added
PPM-Administration	ADM 02.02.00 Annual Budgets	Added paragraph about what LA's should do if they determine they are over spending their allocation.

Website Location	Policy/Task	Summary of Changes Made
PPM-Administration	ADM 02.03.00 Affidavit of Expenditures	Added verbiage for BFPC. Added sentence about what LA's should do if they determine they are over spending their allocation.
PPM-Administration	ADM 02.03.02 Unallowable Costs	Removed Fiscal Audits since they are an allowable cost.
PPM-Administration	ADM 02.03.06 Inventory Control	Added Electronic Signature Pad. Added the word "Tag" in the Serial Number.
PPM-Administration	ADM 05.00.00 State Agency Management Evaluations	Split policy into 2 policies. ADM 05.00.00 covers the State Agency Management Evaluations of Local Agencies. List of agencies and month of planned management evaluation updated.
PPM-Administration	ADM 05.01.00 BFPC ME	ME Schedule change
PPM-Administration	ADM 05.02.00 Local Clinic Self Monitoring	New Policy split off from ADM 05.00.00. ADM 05.02.00 covers the requirements for Local Agency monitoring of all clinics.
PPM-Administration	ADM 07.00.00 KWIC Operations Overview	Policy is obsolete and has been deleted
PPM-Administration	ADM 07.01.00 Emergency Situation Plan and Reporting	Arrangement for equipment to affected area was added and reference to the Local Agency COOP was added.
PPM-Administration	ADM 07.01.02 Loss of Physical Structure	Policy deleted with portions of the policy being incorporated in to Policy ADM: 07.01.00
PPM-Administration	ADM 07.01.03 Loss or Destruction of Server	Policy deleted due to conversion to .NET and no more need for servers
PPM-Administration	ADM 07.03.00 Maintain Clinic Information	Updated the policy to include our current procedures for maintaining clinic information for mailings and information sharing by email. Use this policy to update KWIC so new employees receive appropriate WIC Program e-mails.
PPM-Administration	ADM 07.04.00 Technical Support	Policy deleted - obsolete
PPM-Administration	ADM 09.00.00 WIC Advisory Committee	Separated out Pawnee, Rice, Rush, Stafford as stand-alone agencies in the South Central WAC region
PPM-Administration	ADM 10.01.00 General Staff Responsibilities-CPA and Non-CPA	Change to BFPC responsibilities and added IBCLC high risk breastfeeding contact responsibilities.
PPM-Administration	ADM 10.03.01 Breastfeeding Peer Counselor Supervisor	Minor grammatical changes and edits.
PPM-Administration	ADM 10.07.00 Breastfeeding Peer Counselor	Minor grammatical changes and edits.

Website Location	Policy/Task	Summary of Changes Made
PPM-Administration	ADM 11.00.00 Local Agency Staff Training-New Employees	Major changes to reflect the new multi-level training plan. New employees are able to get KWIC security clearance with completion of Level 1 training and then continue with required Level 2 training over the next 3 months.
PPM-Administration	ADM 11.01.00 Local Agency Staff Training-Ongoing Training	Minor changes to reflect the new multi-level training plan.
PPM-Administration	ADM 13.00.00 Vehicle Purchasing	Updated policy to reflect State purchasing option and Dealership options only.
PPM-Certification	CRT 01.02.00 Certification Periods	Children certified for a 1 year period in other states are transferred into Kansas WIC with the same certification period.
PPM-Certification	CRT 02.00.00 Processing Standards	Policy is changed to match KWIC functionality - i.e. Processing standard is 10 days for all Infants, not just for infants certified at less than 6 months of age.
PPM-Certification	CRT 03.00.00 Certification Visit	Specifies that CPA will develop a careplan, using the Flowsheet as an outline. Adds 30 Day Temporary Certification for clients without proof of income at the certification visit.
PPM-Certification	CRT 06.00.00 Income Eligibility	Minor changes. Referred to policy CRT: 06.03.00 and changed another policy number that was wrong. Changed from CRT: 05.01 to CRT: 06.01.00.
PPM-Certification	CRT 06.01.00 Income Eligibility Chart	Updated income information due to USDA policy memo #2013-2
PPM-Certification	CRT 06.01.02 Income Exclusions When Determining Eligibility	Added National School Lunch Act. Was initially placed in wrong policy.
PPM-Certification	CRT 06.02.00 Determining Size of Household	Minor changes. Referred to policy CRT: 06.01.00
PPM-Certification	CRT 06.02.01 Determining Household Income	A few changes 1-7 some were per the Income Handbook that USDA sent out.
PPM-Certification	CRT 06.02.02 Zero Income	Made changes to policy due to Electronic Signature pads and no longer filling out paper form for No proofs.
PPM-Certification	CRT 06.03.00 Proof of Income	Removed National School Lunch Act, was originally placed in wrong policy. Changed Healthwave 19 to Title XIX and Healthwave 21 to Title XXI. Information was sent out on Computer version changes. Added statements regarding lack of proofs after 30 days.
PPM-Certification	CRT 07.02.01 Anemia	Changed age cut off to match KWIC functionality.

Website Location	Policy/Task	Summary of Changes Made
PPM-Certification	CRT 08.01.00 Immunizations	Revised to include referring women participants for Tdap Immunization.
PPM-Certification	CRT 09.00.00 Ineligibility	just corrected a link.
PPM-Certification	CRT 10.03.00 WIC Out of State Transfer Card Acceptance	Will accept transfers of children with one-year certification period. VOC being accepted must also have name and address of certifying WIC agency.
PPM-Food & Check Issuance	FCI 04.01.00 Client Instruction on Use of WIC Checks	Made some grammatical changes and added clarification to one sentence
PPM-Food & Check Issuance	FCI 04.01.01 WIC Program Identification Card	The revised from date on the web says December 15, 2011 instead of 2010
PPM-Food & Check Issuance	FCI 04.02.00 Proxies and Proxy Cards	Change the procedure to do away with the proxy ID card and instruct the LA to change the alternate caregiver on the demographics screen if the proxy will be redeeming checks at the grocery store
PPM-Food & Check Issuance	FCI 04.03.00 No Check Alterations	Added hyper link to void and replace policy
PPM-Food & Check Issuance	FCI 04.04.00 Voiding and Replacing Checks	Added information on how and when it is appropriate to void and replace checks and procedures for making sure the right checks are handed to the clients so that voided checks are not redeemed.
PPM-Food & Check Issuance	FCI 04.05.00 Lost or Stolen Checks	Corrected the name of the KWIC window to Void and Replace Checks and added a requirement to print the "Caregiver Signature for Checks Received" page and storing with the lost and stolen check form
PPM-Food & Check Issuance	FCI 04.06.00 Damaged or Destroyed Checks	Changed the name of the screen in KWIC to Check Issuance Void and Replace checks menu item
PPM-Nutrition Education	NED 02.02.00 Nutrition Education Contact-Second, Low Risk	Added paragraph about who can attend nutrition education appointment when client is unavailable
PPM-Nutrition Education	NED 02.03.00 Nutrition Education Contact-Second, High Risk	Added information about who can attend nutrition education appointment when client is unavailable; appropriate use of phone/webcam in lieu of in-person RD or IBCLC appointment; when it's allowed for IBCLC to do high risk nutrition education and how to document
PPM-Nutrition Education	NED 03.00.00 Nutrition Education Methods	Added a new KWIC appointment type of LC for IBCLC appointments

Website Location	Policy/Task	Summary of Changes Made
PPM-Nutrition Education	NED 03.02.00 Nutrition Education-Group	Added additional components included in a lesson plan
PPM-Nutrition Education	NED 03.03.00 Nutrition Education -Individual Self Study	Added one additional component of lesson plan
PPM-Nutrition Education	NED 03.03.01 Nutrition Education Lesson Plans	Added a link for lesson plan template; abbreviations for client categories; reworded and added required components of lesson plans
PPM-Nutrition Education	NED 03.04.00 Evaluation of Nutrition Education Materials	Added that SA will also evaluate all Nutrition Education and Breastfeeding materials acquired by SA before use with clients
PPM-Nutrition Education	NED 05.01.00 Staffing for Breastfeeding Promotion and Support	Updated training requirement
PPM-Nutrition Education	NED 05.02.00 Breastfeeding Education	Changed breastfeeding nomenclature and added hyperlinks
PPM-Nutrition Education	NED 05.03.00 Breastfeeding Peer Counselor Program	Updated training and evaluation requirements
PPM-Nutrition Education	NED 05.04.01 Manual Breast Pumps	Updated how to track issuance in KWIC for proper follow up
PPM-Nutrition Education	NED 05.04.02 Multi-User Electric Breast Pump	Updated how to track issuance in KWIC for proper follow up
PPM-Nutrition Education	NED 05.04.03 Single User Electric Breast Pumps	Updated how to track issuance in KWIC for proper follow up
PPM-Nutrition Education	NED 06.00.00 Breastfeeding Contraindications	Updated list of breastfeeding contradictions and resources
PPM-Program Integrity	PRI 02.02.00 Collection of Improperly Issued Benefits/Claims Against Clients	Removal of optional in kind restitution. Change of payment procedure. Added hyperlinks.
PPM-Vendor	VEN 07.00.00 Vendor Related Complaints	Further clarified action steps needed to ensure appropriate identification/resolution of complaints.
PPM-Vendor	VEN 09.00.00 Vendor Compliance Buys	Added what will be a hyperlink to a new policy and made some grammatical changes
PPM-Vendor	VEN 10.00.00 Identifying High Risk Vendors	New Policy - Method of use for identifying high risk vendors
Vendor/Check Processing	Quarterly Price Assessment	Updated the QPA to be current with the new approved foods that will take effect January 2014
PPM-Appendix	Appendix 05: WIC Application for New Local Agency	Changed policy number on form. Changed computer specifications. And added new question in regards to relationship with IT service. Also added signature line for ME lead at the end of the application.

Website Location	Policy/Task	Summary of Changes Made
PPM-Appendix	Appendix 06: WIC Application for Existing Local Agency	Changed policy number on form. Changed computer specifications. And added new question in regards to relationship with IT service. Also added signature line for ME lead at the end of the application.
PPM-Appendix	Appendix 08: Equipment Guide	Made some grammatical changes and added clarification to one sentence
PPM-Appendix	Appendix 09: Hardware Specifications	The revised from date on the web says December 15, 2011 instead of 2010
PPM-Appendix	Appendix 10: KWIC Equipment Purchase or Replacement Questionnaire	Added signature pads
PPM-Appendix	Appendix 11 Military Income Guidance for Kansas	Added hyper link to Void and Replace policy
Forms	Breast Pump Issuance ME Tool	Tracking report added
Forms	Breastfeeding Peer Counselor Budget Form	Revised yearly
Forms	Breastfeeding Peer Counselor Quarterly Report	Evaluation for 2nd quarter added
Forms	Financial Support for IBCLC	Updated mileage allowance.
Forms	Financial Support for On-Going Training Application	Updated mileage allowance.
Forms	Kansas WIC Client Survey	Added new questions
Forms	LA Active Chart Review	New form to go with policy ADM 05.02.00
Forms	LA Check Issuance Review	New form to go with policy ADM 05.02.00
Forms	LA Clinic Site Observation	New form to go with policy ADM 05.02.00
Forms	LA Voided Check Review	New form to go with policy ADM 05.02.00
Forms	Local Agency Inventory Tracking Form	Changed Serial Number label to Serial Tag Number
Forms	Standard WIC Affidavit	Combined BFPC and regular WIC onto one spreadsheet.
Forms	WIC Fact Sheet -English	Updated income information on fact sheet.
Forms	WIC Fact Sheet-Spanish	Updated income information on fact sheet.
Forms	WIC Local Agency Budget FFY2014	New budget form for FFY2014.

Fiscal - Standard WIC Affidavit form

This is just a reminder to all Local Agencies (LA). Please make sure you are using the latest [Standard WIC Affidavit](#) form (or something similar to it) that was referenced in the [January P-Memo](#). This form can be found on the Kansas WIC website under the “Forms/Administrate

Materials link. This affidavit was changed to include the BFPC program as well as the regular WIC program. All LAs should use this form even if they do not have a BFPC program.

LAs who have a BFPC program should be submitting only one affidavit, which contains the regular WIC and the BFPC expenditures together instead of two separate affidavit forms. All BFPC expenditures should be listed in the BFPC cost category only for this program. For the regular WIC expenditures, the LA should use the remaining cost categories (Nutrition Education, Breastfeeding Promotion and Support, Client Services and General Administration).

All LAs should make sure that when submitting an affidavit for reimbursement that it adds up correctly. **There has been a high number of LAs placing cost in one of the cost categories, but not placing it in the “Total Column” and vice versa. This causes the affidavits to not add up correctly across the bottom.** Please review your affidavit thoroughly before submitting to the State Agency.

The revised form will help provide better efficiencies to the WIC program all around.

If you have any questions concerning the form contact Rachelle Hazelton at rhazelton@kdheks.gov or call (785) 291-3134.

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with providing affidavits to the WIC Program.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: